



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF, PUBLIC HEALTH ENGINEERING</b>	<b>45*</b>	<b>A</b>	<b>6.805</b>

Under administrative direction, administer the activities of the Bureau of Health Protection Services to include public health engineering, public health sanitation and radiological health; direct the work of professional engineers and other professional, technical and clerical staff; promulgate and enforce health related statutes and regulations; and analyze complex situations to determine an effective course of action.

Perform administrative and professional engineering functions requiring analysis involving the application of advanced principles and abstract concepts in the development of unique solutions to difficult problems that impact recommendations and the development of new policies, procedures and organizational areas or services. Activities consist of duties that result in decisions and provide control of outcome of decisions. The incumbent deals with executives, officials and regulatory representatives to negotiate solutions to major or controversial issues within policy guidelines.

Administer the operations and oversee the management of the Bureau of Health Protection Services by organizing, planning and implementing work through delegation and direction of subordinates; identifying and mitigating major personnel problems; hiring and evaluating professional staff; enforcing State and departmental personnel rules; determining budgetary needs; developing new procedures and policy statements; directing revisions of the Nevada Administrative Code and preparing statutory changes; and maintaining open lines of communication between the bureau, other bureaus within the division, the Administrator's office, and federal, State and local agencies.

Provide engineering direction by studying proposed projects/programs, deciding upon course of action based on engineering criteria, and directing engineering activities.

Represent the bureau at hearings, meetings, conferences and committees with other entities and/or the public to explain regulations and bureau programs and to answer questions; provide expert witness testimony when necessary; and present new and revised Nevada Administrative Code regulations to the State Board of Health for adoption.

Determine agency's course of action when negotiating federal grants/contracts by reviewing grant proposals from the U.S. Environmental Protection Agency and the Department of Energy and discussing budget line items with federal regional/central office staff.

Perform related duties as assigned.

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**\* Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Registration as a Professional Engineer in Nevada is required at the time of appointment. Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six months following the date of appointment as a condition of employment.

**EDUCATION AND EXPERIENCE:** Registration as a Professional Engineer in Nevada with a Bachelor's degree from an accredited college or university in civil engineering or closely related engineering field and five years of professional engineering experience in the field of public and environmental health that included participation in budget development and program management; **OR** registration as a Professional Engineer in Nevada and an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** civil engineering terminology. **Knowledge of:** engineering principles and practices; principles of organization and management; federal and State regulations applicable to bureau programs. **Ability to:** comprehend and analyze technical engineering and scientific information; analyze, plan, prepare and administer a multi-million dollar budget comprised of multiple fund sources to include correlating appropriate resources with program needs; accept uncertain circumstances and take action where answers to a problem are unclear; understand the consequences of a decision prior to making it; coordinate multi-faceted public health programs in a logical direction and avoid duplication of effort; motivate, discipline and communicate with staff; match work assignments to professional staff and ensure timely and accurate completion of work; perform effectively under conditions of fluctuating workload; assess employee's needs with respect to training and supervision; organize, prioritize, communicate and provide advice on significant issues for superiors; provide written and verbal communication regarding complex technical regulations to a variety of audiences, including public, press, professional engineers, and U.S. and State legislators; build consensus; maintain professional relationships; understand the legislative and regulatory process and present regulations for adoption; defuse hostile situations, resolve conflicts and violations and organize cases for enforcement actions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** techniques for providing information to the general public. **Knowledge of:** where in the department organization to collect needed information; budgetary procedures as applied to the division and bureau. **Ability to:** acquire and maintain technical knowledge of all programs and federal, State and local laws/requirements; quickly make sound decisions on complex and diverse issues; meet divisional goals when unanticipated budget restraints occur; establish and maintain cooperative working relationships with other agencies; set priorities which accurately reflect the relative importance of job responsibilities; prioritize assignments to complete work in a timely manner when there are changes in workload, changes in assignments, pressures of government regulations and directives related to job procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.805

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REVISED: 6/29/95UC  
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